

How to Use Naviance TO ORDER TRANSCRIPTS

LOG IN

- The first time, log into Naviance at www.connection.naviance.com/hisd-lamar and click on “**I need to register**”. Enter your activation code.
- Come to the College Corner or your family office if you do not have your activation code.
- Parents can also access the account by including their email when you register. Do this so they can get helpful emails that you might miss.

TO REQUEST TRANSCRIPTS FOR APPLICATIONS OR THE NCAA ELIGIBILITY CENTER

- Under **COLLEGE** tab, click on ***Colleges I'm Applying To***. Complete the information in the blue box: waive or not waiving your right to read recommendations (we recommend waiving them), check the box to release your records, and if it is a Common Application school, add your match code. Click on **SUBMIT**.
- Click on **+add to this list** and lookup each of the colleges you want to apply to and check the box “**request transcripts**”. At the bottom of the page, click on “**ADD COLLEGES**”.
- For NCAA, be sure to complete your Eligibility Center application before requesting a transcript. Select “NCAA” from the college list like any other school. Your transcript will be sent electronically when your application is complete.
- On the next screen, if there is a computer screen, these transcripts can be sent electronically and you can track them on Family Connections. These transcripts are free.
- If there is an orange stamp, then you pick up the transcript and mail it. Bring stamped addressed envelopes to your advisor and teachers if you want a recommendation for schools with the orange stamp. The registrar’s office will print 5 transcripts free. Additional transcripts cost \$2 each. Pay at the registrar’s office when you pick up the transcripts.
- **Lamar will not mail your transcripts.**

TO REQUEST TRANSCRIPTS FOR SCHOLARSHIPS OR FOR YOUR PERSONAL USE

- Go to the **COLLEGES** tab. On the left-hand side under **Resources**, click on **transcripts**. The menu that follows will allow you to request transcripts to scholarship programs, athletics, etc. Select **Request transcripts for scholarships or athletics**
- Enter the date due in the **Transcript 1** area.
- Enter on the **Recipient** line, “ 1 to pick up” or “2 to pick up”
- **Lamar does not mail transcripts.** Do not leave an address as it will not be sent. You must pick them up at the registrar’s office.